



GUIDELINES FOR RE-OPENING STATE FACILITIES

(May 18, 2021, Version #7a)

This document is developed by Department of Administrative Services in conjunction with Department of Public Health and subject to change as new information becomes available.

Effective May 19, 2021 most government Covid-19 restrictions will be lifted statewide. This document provides guidelines that will assist state agencies planning for their return to larger numbers of employees in the office.

With state agencies planning for full return to work, employees are encouraged to get vaccinated as soon as possible to keep themselves, their families, and their coworkers as safe as possible when they return to the office.

For information on COVID-19 vaccination and how to make an appointment, please visit the CT COVID-19 Vaccine Portal at <https://portal.ct.gov/Vaccine-Portal>

PLEASE NOTE: Occupants of DAS-operated buildings must continue to comply with all these directives **regardless of COVID-19 vaccination status**. Currently, there is no convenient or reliable way to determine who is or is not fully vaccinated and therefore compliance by all occupants with these rules, whether vaccinated or not, remains mandatory

USEFUL PLANNING RESOURCES:

- <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Small-Business-Reopening-Resource-Guide>.
- <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Small-Business-Reopening-Resource-Guide/Where-To-Get-Started>.
- <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Small-Business-Reopening-Resource-Guide/Physical-Layout>.

- <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>
- <https://portal.ct.gov/-/media/DPH/HAI/COVID19-CTquarantineguidance12-16-20v2.pdf> .

DIVISION OF RESPONSIBILITIES:

Each individual agency will be required to provide all materials and services specific to its operations and within its assigned office space(s) and floors.

In state-owned buildings under the care and control of DAS, DAS will provide the material and services noted below for the common areas.

In leased spaces, the landlord will be responsible for providing the materials and services noted below for any common areas. Agencies should work with their DAS Leasing Representative to ensure that landlords are notified of any requirements and are compliant with such requirements.

HOURS OF OPERATION:

DAS buildings will be available for use from 6:00 am through 6:00 pm, Monday through Friday. Special requests for alternate availability should be submitted to Property Liaisons or Property Managers for review. Building use outside of normal operating hours are discouraged. Additional costs associated with use outside of normal operational hours may be charged to the responsible agency.

In leased spaces, the hours of operation will be determined by the landlord and the tenant agency in accordance with the stated hours in the lease agreement.

BUILDING ACCESS:

All persons entering the building must wear masks or other appropriate face coverings when in common areas, this includes fully vaccinated individuals.

If an employee claims a medical exemption to using a face covering the exemption will need to be approved. The employee should be directed to contact their agency Human Resources unit to engage in the ADA accommodation process, which may include providing medical documentation if necessary. As part of the interactive process, the employee should be provided with a description of the infection control strategies being implemented at that time, including any enhanced cleaning and disinfection protocols as well as policies regarding face coverings, social distancing, the use of common areas, and any other applicable policies. The employee should provide this information to their physician and obtain an opinion as to whether those measures are adequate to facilitate the employee's return to work or if additional accommodations are recommended.

Visitors and Contractors

Agencies shall take all reasonable measures to reduce the number of visitors who arrive on-site, including scheduling appointments and using technology solutions to govern the frequency and number of visitors arriving at the building at any given time as well as the duration of their stay on-site. All visitors must wear masks in accordance with these guidelines, regardless of vaccination status. Visitors unable to wear compliant face coverings due to a medical condition will be serviced in the lobby or other area where they can be isolated with appropriate distancing from other individuals.

SOCIAL DISTANCING/INFECTION CONTROL – Behavioral Requirements

- Masks must be worn at all times except for workplace settings where employees are working alone in segregated spaces (i.e. cubicles with walls that extend at least 30 inches above the desk top, private offices, etc.), or there is a minimum of a 6' separation between employees. However, workers shall wear a mask in all commons areas from the time they enter the building until the time they arrive at their cubicle/work station and at any time they are leaving their work station and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.). For employees working in congregate settings (i.e. open office or manufacturing floors without appropriately sized cubicle walls, areas open to the public, shared offices, or similar settings), those workers shall wear a mask at all times unless they are able to maintain 6' of separation from others. **Regardless of the number of other individuals in the vicinity, all persons shall wear a mask or face covering from the time they enter the building until the time they arrive at their work station, and at any time they leave their work station and move around common areas** (e.g., in hallways and stairwells, going to the restroom or break room, etc.).
- All agencies are encouraged to conduct virtual meetings if possible (or even outdoors), as a safer alternative to conference rooms. Continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within six feet of other employees, however employees should have a mask with them even outdoors for the purposes of ingress and egress and in the event they need to move to an area where they are not able to maintain appropriate distance from other people.

SOCIAL DISTANCING/INFECTION CONTROL – Physical Requirements

COMMON AREAS/AMENITIES

- Hand sanitizer shall be placed at main entrances and entry-level elevator lobbies. DAS will provide such hand sanitizer for all DAS-managed state-owned buildings. Landlords are expected to provide such hand sanitizer in leased properties for common areas.
- Agencies are expected to provide hand sanitizer within their demised premise
- Signage shall be posted, to remind individuals to clean hands before and after using shared equipment, conference rooms, and other common areas.
- The agency that utilizes the break room shall be responsible for providing the signage and hand sanitizer.

WORKSPACES AND FURNITURE

Where necessary, workspaces shall be re-assigned and/or modified to provide appropriate distancing at the tenant agency's expense.

- The practice of "permanently" assigning staff to specific workstations may need to be replaced with hoteling or other methods to achieve the required social distancing. Agencies should document a floor diagram that indicates where each employee is assigned to sit if contact tracing becomes necessary.
- Agencies shall provide hand sanitizers at appropriate locations throughout their assigned office areas/floors.
- Agencies shall provide hand sanitizer stations adjacent to shared equipment and signage reminding employees to clean hands before and after using shared equipment.

RESPONSIBILITIES OF BUILDING MAINTENANCE/OPERATIONS and/or THE LANDLORD (Depending upon the ownership of the building and the terms of the lease

- Provide hand sanitizer stations at main entrances and common areas in the building.
- Maintain daily cleaning schedules for all occupied office and common areas and targeted disinfection of common touchpoints and heavily utilized spaces (e.g. bathrooms, etc.) in compliance with CDC Guidelines.
- Property Managers maintain a log for cleaning/disinfection schedules and completions.
- Custodial Contractors train and provide regular refreshers to cleaning staff for current guidelines for cleaning/disinfection protocols
- Maintain advanced ordering of cleaning/disinfection supplies
- Review operation of HVAC systems and implement enhanced air-filtration using highest filtration level possible for each individual HVAC system.
- Increase fresh air exchange rates to the extent achievable within the constraints of the existing HVAC system and dependent on outside weather conditions
- Change HVAC filters at increased rate to ensure air flow is as efficient as possible.
- Ensure that building HVAC systems are operating consistent with all relevant ASHRAE guidelines for fresh air delivery and filtration based on building occupancy and person-density inside occupied spaces.

SIGNAGE

Agencies shall post signage where appropriate to identify:

- Cleaning and disinfection protocols
- Personal protection protocols
- Employees shall stay home if sick/experiencing symptoms